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## Applying for a General Plan Amendment

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“The general plan, when adopted by the local government, becomes the official statement for the community that establishes and articulates the policies for future physical development. The general plan describes the city’s general goals for the future and normally carries the goals through a well-researched analysis of the community to recommendations for goal implementation. The general plan is a ‘compass’ or ‘blueprint’ and indicates the vision that the community has chosen for its future, and the course it must follow in order to achieve the vision.” Planning & Zoning Administration in Utah, 3<sup>rd</sup> Edition, published by the Center for Public Policy, University of Utah.

### **Overview:**

A general plan amendment may be requested when any interested party (i.e. resident, property owner, business owner, etc.) believes it is important to amend the vision or goals of the general plan. In principle, a successful general plan should be amendable, however, amendments must be based on citizen participation, thorough and accurate research, and analysis of research data.

A general plan amendment is often a precursor to a desired land use ordinance amendment or development request. As stated above, the general plan is the “vision” or guiding document for city policy. In order to preserve the effectiveness of the general plan, zoning amendments must be consistent with expressed goals found within the general plan document. For more information regarding zoning amendments, see **Applying for a Zoning Amendment** form.

The Planning Commission is given the authority to prepare and recommend the general plan and all plan amendments to the City Council for consideration. The City Council, after receiving a recommendation from the Planning Commission, shall make the final decision on all general plan amendment requests.

### **Public Hearing Notice Requirements:**

As specified in state code 10-9a-204, the Planning Commission and City Council shall each hold a public hearing on the proposed amendment upon providing notice to the public. Notice for a general plan amendment application is defined as:

- Publish a notice of the hearing in a newspaper of general circulation in the area;
- Mail a copy of the notice to each affected entity;
- Post the notice on the municipality’s website;
- Give notice (i.e. a direct mailing to the property owner(s) affected) of a public hearing when a general plan map is proposed to be amended.

**Submittal Deadline:**

Application for a general plan amendment must be submitted to the Murray City Community & Economic Development Department, 4646 South 500 West by 10:00 a.m. at least three weeks prior to the intended date the application is to be considered by the planning commission. Incomplete applications may delay processing of the application and subsequent scheduling of public hearings.

**Meeting Dates:**

Who?	Planning & Zoning Commission
When?	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday of each month at 6:30 p.m.
Where?	Murray City Hall Council Chambers, 5025 South State Street

**Application Fee (non-refundable):**

- ☐ General plan text amendment: \$500.00
- ☐ General plan map amendment: \$500.00

**Application Process:**

**Step 1. Contact the Planning Department.** Meet informally with a member of the planning department staff to discuss your proposal and review the issues, procedures and fees associated with the application. Verify that the proposed general plan amendment is eligible for consideration by the City.

**Step 2. Submit Application:** For all general plan amendment applications please submit the following information:

- ☐ Completed General Plan Amendment application form.
- ☐ Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on the back of the application form).
- ☐ Payment of application fee.
- ☐ Three (3) copies of a legible preliminary site plan proposal (if applicable). The site plan should include the following information:
  - ☐ Accurate dimensions of the subject property, drawn to scale (i.e. 1"=20', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 18" x 24".
  - ☐ Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.

- ☐ Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, etc.
- ☐ Location of existing property features such as streets, canals, ditches, creeks, rivers, hillsides, wetlands, flood plain, etc.
- ☐ If applicable, submit one (1) reduced 8 1/2 x 11 inch copy of all development plans.

For **General Plan Text Amendments** applications - additional information required:

- ☐ Copy of proposed general plan text amendment. Applicant must provide actual language of text amendment request. Proposed general plan text amendments should be understandable and drafted as a part of the existing general plan.

For **General Plan Map Amendment** applications - additional information required:

- ☐ A complete legal description of the subject property (if more than one parcel is involved provide a legal description of the perimeter of all parcels and not individual parcel descriptions). Legal descriptions can be obtained from the property deed or the Salt Lake County Recorder's Office.
- ☐ Parcel or survey map graphically illustrating property to be amended.

**Step 3. Attend the Planning Review Meeting.** The meeting is held on the Monday following the application deadline at 1:00 p.m. in the Public Services building conference room, located at 4646 South 500 West, Murray, Utah. If the meeting date falls on a holiday, check with planning staff for the date of the meeting. This meeting is attended by representatives of the various city departments who provide additional insight or information which will be useful to the Planning Commission to make a decision.

**Step 4. Attend Planning Commission Meeting.** The applicant will be sent a copy of the planning commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, place and time of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission will move on to the next agenda item. It will be up to the applicant to reschedule another hearing date and pay the appropriate fee. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. Following the public hearing, the Planning Commission will make a recommendation to the City Council regarding the application. An application may be "tabled" or "continued" if the Planning Commission needs additional information or time to consider the application. Following the Planning Commission motion to recommend approval or denial of the request, the application will be forwarded to the City Council for a public hearing at a later date.

**Step 5. Attend City Council Meeting.** Once again, you should be prepared to attend and present your proposal and answer any questions during the public hearing held before the City Council. Following the public hearing, the Council will make a motion and vote on the application (unless the application is continued for further consideration). The decision of the City Council, acting as the City's legislative body, shall be final.

# GENERAL PLAN AMENDMENT APPLICATION

Type of Application (check all that apply):

☐ Text Amendment

☐ Map Amendment

Subject Property Address: \_\_\_\_\_

Parcel Identification (Sidwell) Number: \_\_\_\_\_

Parcel Area: \_\_\_\_\_ Current Use: \_\_\_\_\_

Land Use Designation: \_\_\_\_\_ Proposed Designation: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Business Name (If applicable): \_\_\_\_\_

Property Owner's Name (If different): \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Describe your request in detail (use additional page if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Owners Affidavit

I (we) \_\_\_\_\_, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_

### Agent Authorization

I (we), \_\_\_\_\_, the owner(s) of the real property located at \_\_\_\_\_, in Murray City, Utah, do hereby appoint

\_\_\_\_\_, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize

\_\_\_\_\_ to appear on my (our) behalf before any City board or commission considering this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me

\_\_\_\_\_ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

\_\_\_\_\_  
Notary public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_